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22 September 1962

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Assignment of Action Responsibility on
USIB Papers

1. This is to remind you to raise at an appropriate meeting of the Executive Committee the problem of the assignment of action responsibility for papers circulated by the USIB Secretariat. There have been several cases recently in which we received copies of USIB papers which required action on the part of the DDI area and other parts of the Agency without this fact being obvious. As a result, the action finally taken was rather hastily improvised.

2. I think the problem arises in large part from the increased number of papers that are injected into the business of the Intelligence Community by [] staff. In the past the component of the Agency responsible for putting a particular piece of business in the intelligence machinery was generally responsible for seeing that all necessary staff work was accomplished in the Agency. [] staff, however, feels that it is not part of the Agency and is not responsible for seeing that CIA staff work is accomplished.

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3. I suggest that you recommend that some central point such as General Carter's or Mr. Kirpatrick's office be responsible for identifying and assigning responsibility for those USIB papers that require CIA staff action.

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WILLIAM A. TIDWELL
Assistant to the DDI (Planning)

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